

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
March 25, 2015

Trustees Present: Vernie Coy, Joyce C. Rush, Joyce Simpson, Tom Smith, Jason Taylor, Carl Tharman.

Call to Order: The meeting was called to order by Chairperson Joyce C. Rush at 6:45 pm at the HCC Center in Perry, Kansas.

Approval of the Agenda: It was moved by Mr. Taylor, seconded by Mr. Smith, that the agenda be approved as amended. Motion passed.

Approval of the Minutes: It was moved by Mr. Tharman, seconded by Mrs. Simpson, that the minutes of the February 25, 2015, Regular Meeting be approved as submitted. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Smith, that warrants 417100 thru 417459 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Faculty Presentation: Ms. Lauren Jacobs, HCC Math Instructor at the Perry Center and winner of the Bruning Award for 2014-15, provided a presentation on "Flipping the Classroom." With the Bruning Award, Ms. Jacobs chose to attend training on the flipped classroom and has incorporated the idea into her classroom. She has also been training other HCC faculty. The flipped classroom is a pedagogical model in which the typical lecture and homework elements of a course are reversed. Short video lectures prepared by the instructor are reviewed by students at home before the class session, while in-class time is devoted to exercises, projects, and discussions. Ms. Jacobs stated that she feels the approach has been very successful in her courses and well received by the students.

Staff Presentation: Mr. Josh Berry, HCC Director of Information Technology, presented IT's three-year technology improvement plan which includes a reimplementation of PowerCampus, the college's integrated computer network system. His presentation included the history of IT at HCC, current challenges, and plans to rebuild, retune, and rethink IT policies and processes for the future.

Executive Session: It was moved by Mrs. Simpson, seconded by Mr. Taylor, that the Board go into Executive Session at 7:37 p.m. to discuss Non-elected Personnel for no more than 10 minutes. Motion passed. The Board reconvened to regular session at 7:47 p.m. It was moved by Mrs. Simpson, seconded by Mr. Taylor, that the Executive Session be extended for five minutes. Motion passed. The Board reconvened to regular session at 7:52 p.m.

First Reading: Contract and Grants Policy Manual: The Trustees were provided with a first draft of a Contracts and Grants Policy Manual. Such a manual is necessary to be in compliance with current OMB regulations. This item will be brought back to the Board next month for action.

Advising Position: President David Reist recommended that this item be tabled until next month. The Board had no objection.

Out-of-State Athletic Participation Policy: President Reist provided the Trustees with a copy of HCC's Out of State Athletic Participation Policy. The policy was created in 1987 and is outdated by both HCC and Kansas Jayhawk Conference rules. HCC was not a member of the Jayhawk Conference in 1987. Discussion. It was moved by Mr. Smith, seconded by Mr. Coy, that non-Kansas participation should match the rules of the Jayhawk Conference. Motion passed.

Set Meal Plan Prices for 2015-16: Dr. Cheryl Rasmussen, Vice President for Student Services, provided recommended meal plan changes for the 2015-16 year. Currently, students in housing have the option to purchase a 10 meal per week plan plus a \$150 flex card or a 17 meal/week plan plus a \$100 flex card. By changing to a 17 meal per week plan and a \$200 flex card, the result, taking into consideration a slight increase from Great Western Dining, would be an increase of only \$75 per semester for students. She explained the flex dollar plan and how and where it might be used. It was moved by Mr. Smith, seconded by Mr. Coy, that a 17 meal per week plan plus \$200 flex card be approved for 2015-16. Motion passed.

April Meeting Date: President Reist noted that this year the month of April has five Wednesdays. The Board typically meets on the fourth Wednesday, but in order to give the Board as much time as possible to make informed budgetary decisions, he requested that the April meeting be held on the fifth Wednesday rather than the fourth. It was moved by Mr. Taylor, seconded by Mr. Coy, that the April 22, 2015, regular meeting be moved to April 29, 2015. Motion passed.

Finance/Operations Report: Ms. Rilie Tilley, Accountant, provided the Trustees a cash balances report and revenues and expenses (to date and projected). Mr. Taylor asked that the Board be provided with a report showing student housing revenues and expenditures next month.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, provided an enrollment report, shared a draft of a Student Conduct/Title IX Adjudication flow chart, and reported that the Administration will be meeting with Doniphan West High School about possible cost saving partnerships.

Academic Affairs Report: Ms. Peggy Forsberg, Vice President for Academic Affairs, introduced Dr. Erin Shaw, HCC Perry Center Director. Dr. Shaw started as Director on October 1. Ms. Forsberg reviewed improvements and activities that have occurred at the Perry Center under Dr. Shaw's guidance. Goals for the Center were reviewed and new course offerings highlighted. Ms. Forsberg reported on a series of cultural events that will be taking place this summer at the Klinefelter Barn. The series is being called "Arts at the Barn" and will start on April 17 with a performance by Tallgrass Express Stringband. Year Two Program Reviews will be held March 30 – April 2. Programs under review are agriculture, business, criminal justice, mathematics, photography, and theatre.

Institutional Advancement: Dr. Craig Mosher, Vice President for Institutional Advancement/Executive Director of the HCC Foundation, reported that the HCC Nursing Program was recognized at the quarterly meeting of the Kansas State Board of Nursing for the distinction of having its RN class of 2014 have a 100 percent first time pass rate on the licensure exam. The Highland program was the only program to achieve this accomplishment out of all the RN programs in the state of Kansas. HCC's Nursing Program is above the national average for both RN and PN programs and in the top 35% of all Kansas practical nursing programs. Congratulations were extended to HCC Director of Nursing, Cynthia Jacobson, her team of instructors, and to the RN class of 2014.

Trustees' Report: No report.

President's Report: President Reist provided Jayhawk Conference, Kansas Board of Regents, Kansas Association of Community College Trustees/Council of Presidents, and Legislative updates, announcing that a reverse transfer agreement has been signed with independent Kansas colleges. He reviewed items that are on the summer project list and will bring that back to the Board next month. A grant to equip the winery in Wamego is being sought. On April 22nd, area high school students will be invited to tour the Highland Building Trades house and the Babcock Building. A public open house will be scheduled soon after. Interviews for the position of Vice President for Finance & Operations will begin next week. President Reist reviewed other upcoming activities.

Announcements: April 3rd and April 6th, the College will be closed for the Easter break.

Executive Session: It was moved by Mrs. Simpson, seconded by Mr. Taylor, that the Board go into executive session at 9:27 pm for no more than 20 minutes to discuss non-elected personnel. Motion passed.

The Board reconvened to regular session at 9:47 p.m.

Adjournment: Chairperson Rush declared the meeting adjourned at 9:47 p.m.

Joyce C. Rush, Chairperson

Date

Jason Taylor, Secretary/Treasurer